



60-02 Maspeth Avenue | Maspeth, NY 11378
718.894.4000 | MartinLutherNYC.org

Development Office Coordinator Internship

Mission: In response to the redeeming love of Jesus Christ, Martin Luther School challenges mind and body and shapes Christian character so that students succeed as God's people in this world.

The Development & Alumni Relations Department is tasked with raising funds and cultivating alumni support for the school. This is accomplished through alumni gatherings, fundraising events, direct contact and usage of the internet.

Job Responsibilities -This position provides an ideal learning opportunity and is a resume builder geared to providing experiential learning for the intern. Although this is an unpaid part time (15-20 hrs) internship role, the intern will be an active participant in departmental and school functions making this internship a rich learning position.

General Position Responsibilities:

- Assist with data entry.
- Help prepare solicitation mailings.
- Provide support for planning fundraising events, alumni gathering and other Development Department projects.
- Make solicitation phone calls and set up appointments for the Director of Development & Alumni Relations.
- Other duties as assigned

Qualifications

- Previous experience in a non-profit setting, strongly preferred.
- Consistent welcoming and friendly demeanor.
- Working knowledge of Microsoft Word and Excel.
- Working knowledge of Raiser's Edge, strongly preferred.

Required Skills

- Superior organizational and problem resolution skills.
- Strong computer and analytical skills.

- Meticulous attention to detail and ability to manage competing projects and priorities in a fast-paced environment.
- Energetic, innovative, creative leader with a proven commitment to excellence.
- Comfort in interacting with various groups including alumni, families, and friends of the school.

How to apply: For full consideration please forward your resume to Mr. Chris Brown, Director of Development & Alumni Relations, CBrown@MartinLutherNYC.org. A formal interview is required.